

## Me Time – maths and English – what it looks like for you, the learner



Make contact - Have a chat with our learning advisor or English and maths expert

**Step 1** - INDUCTION TO MATHS AND ENGLISH. HAVING A LOOK AT MY MATHS AND ENGLISH NEEDS AND GETTING USED TO MY ONLINE SKILLS FORWARD SITE - Everyone has gaps in their skills and you will have a fantastic online platform called SKILLS FORWARD that will help you identify your strengths and areas you wish to work on. You will complete an initial assessment and then a diagnostic assessment.

YOUR INDUCTION CONTINUES GIVING YOU TAILOR MADE SUPPORT ON SKILLS FORWARD. SKILLS FORWARD will be your very own online work area where you and your tutor can manage and support your progress. It automatically chooses what you need to work on, so you can practice and improve your skills quickly and make real progress that you can see, anytime and anywhere.

**Step 2** - INTRODUCTION TO MATHS AND ENGLISH. MEETING MY ONLINE TUTOR AND BEING ALLOCATED AN ONLINE GROUP TO HELP ME LEARN WITH SUPPORT. THERE IS NO EXAM UNTIL I'M READY - Hand in hand with SKILLS FORWARD, you will be helped by your tutor who will work with you by email and on Google classroom with others.

MY ONLINE WORKING GROUP - I will join an online classroom (Google classroom and Google Meet) where I can work online with my tutor and others in small, friendly, fun groups.

My tutor will be able to:

- use information from my Skills Forward work to identify my skills and develop a learning plan with me
- use their knowledge of my context and priorities to find relevant applications where I can practise the skills and knowledge with others as well as on my own
- get me ready to progress onto a qualification and work towards my Level 2 Functional Skills or GCSE

**Step 3** - PROGRESSION IN MATHS AND ENGLISH. I WILL CONTINUE TO LEARN WITH MY TUTOR AND CLASS AND IDENTIFY ACCREDITED COURSES WHEN I AM READY. I will continue learning through ME Time or join an exam class or other accredited skills training package with advice and guidance.

I will have access to a range of accredited courses pitched at my level and that will enable me to succeed. The qualifications are arranged in a way that will enable me to make progress throughout the courses in a logical way that I will be able to see what the qualifications may give me further access to in developing my skills, preparation for employment and/or progression in my career pathway.

#### More about Skills Forward

Skills Forward is your own place to develop new skills for life and work. Many of our learners use this as an introduction to their learning, to see what their strengths and areas for development are and to brush up on skills they may not have practised for a while.

It is full of unique and handy assessments and resources to help you develop and practice your skills and see progress quickly. You won't be involved in any group work and only you and your tutor can see your progress.

Skills Forward helps you and your tutor to tailor an approach to developing your literacy & numeracy skills as part of the next stage of your learning with us. You will be supported by your tutor and our Learning Adviser throughout your time with us to review progress towards a qualification when and if the time is right for you.

Please note, all classes will be online for now. If this makes you nervous, please don't worry. Our Learner Services Team will take time to help.

